



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WISCONSIN**

Pro Se Staff Attorney – Temporary Part-Time

[Anticipated Temporary Appointment: December 6, 2021 – March 25, 2022]

[Remote work will be considered]

Vacancy Announcement #: 21-04

JSP 11-14 (\$67,442 - \$147,664)

Depending upon qualifications and experience

***** This is a part-time (50-75%) position. *****

Position Description:

The *pro se* staff attorney provides legal advice and assistance to the court in connection with cases filed by prisoners under 42 U.S.C. §1983. The duties and responsibilities of the *pro se* staff attorney include the following: performs substantive screening after filing of all prisoner civil rights complaints; drafts appropriate recommendations and orders for the court's signature; performs research to assist the court in preparing opinions; maintains liaison between the court and litigants; reviews the dockets of pending prisoner litigation to assure the proper progress of such cases and advises the court of those cases where action by the court is appropriate.

Skills/Qualifications:

To qualify for the position of part-time *pro se* staff attorney, a person must be a law school graduate. The candidate must be highly motivated; demonstrate a high degree of initiative; possess excellent interpersonal, communication, and organizational skills; and be able to function independently as well as in a team environment. Applicants must be computer literate, proficient in Microsoft Word, and proficient in computer assisted research. Prior prisoner litigation experience is preferred. **The court will consider hiring an individual who would work from a remote location.**

Salary is based upon qualifications and experience. Federal benefits package. Employees must use the Electronic Fund Transfer (EFT) for payroll deposit. Applicant must be a U.S. citizen or eligible to work in the United States. The selected candidate will be subject to a background check as a condition of employment.

Submit letter, resume, copy of transcript, and writing sample, together with a completed Form AO 78 Application for Judicial Branch Employment**, to: employment@wied.uscourts.gov
Priority will be given to applications received by **September 30, 2021**. Only candidates selected for an interview will be contacted.

**Form AO 78 is available on www.wied.uscourts.gov/employment